

MINUTES

VIRGINIA SMALL BUSINESS FINANCING AUTHORITY BOARD OF DIRECTORS MEETING - LOAN BUSINESS

June 25, 2002 - 10:00 A.M.

**8th & Main Building, 3rd Floor Conference Room
Richmond, Virginia**

- I. Voting members present: Sally Riley, Bernice Travers, Jim Cheng, Rick Brown, and Braxton Powell (for Jody Wagner). Others Present: Chuck Mills, Mike Eisenman, Scott Parsons, Anna Mackley Cobb, Mark Heede, Brett Sheffield, Thadd Kezar, Patricia Morris, Barbara Carter, Jerry Gwaltney (Danville City Manager), and Ron Bunch (Danville Economic Development Director).

Chairman Riley called the meeting to order and introductions were made around the room. Scott Parsons announced the resignation of Board member, John Feegel.

- II. Minutes - On a motion by Bernice Travers, seconded by Jim Cheng, the minutes of the April 23, 2002 Board of Directors - Loan Business Meeting were unanimously approved.

III. Revolving Loan Fund Application

- A. Industrial Development Authority of the City of Danville - City of Danville - \$1,600,000. On a motion Rick Brown, seconded by Jim Cheng, the Board of Directors unanimously approved a \$1,600,000 loan through the Economic Development Revolving Loan Fund to finance a manufacturing facility to be leased to Essel Propack Limited (EPL).

IV. Loan Guaranty Applications

- A. Southern Police Equipment Company, Inc. - Richmond - \$150,000. On a motion by Jim Cheng, seconded by Rick Brown, the Board of Directors unanimously approved the renewal of VSBFA's 75% guaranty on a \$200,000 portion of a \$400,000 line of credit extended by BB&T Bank in Richmond.

- B. Commonwealth Family Practice Physicians, LTD - Chesterfield County - \$60,000. On a motion by Rick Brown, seconded by Jim Cheng, the Board of Directors unanimously approved the reduction to and renewal of VSBFA's 75% guaranty of an \$80,000 revolving line of credit extended by BB&T Bank in Richmond.
 - C. Cavalier International, Inc. - Hanover County - \$150,000. On a motion by Jim Cheng, seconded by Braxton Powell, the Board of Directors unanimously approved the renewal of VSBFA's 75% guaranty of a \$200,000 revolving line of credit extended by BB&T Bank in Richmond.
 - D. Foam Composites & Laminating, Inc. - Hanover County - \$300,000. On a motion by Rick Brown, seconded by Bernice Travers, the Board of Directors unanimously approved a 75% guaranty (\$300,000 maximum) of a \$200,000 revolving line of credit and a \$300,000 term loan to be extended by Hanover Bank in Ashland.
- V. Recognition of Outgoing Board Members - On a motion made by Rick Brown and seconded by Jim Cheng, the Board unanimously approved a Resolution of Recognition and Appreciation for outgoing Chairman Sara G. Riley, who served on the Board from July 1994 to June 2002. On behalf of the Board, Scott Parsons presented Chairman Riley a plaque and resolution. Mr. Parsons also presented an engraved clock and framed resolution to outgoing Board member, Bernice Travers, who also served on the Board from July 1995 to June 2002. Mr. Parsons expressed his appreciation to both members for their years of service and contributions to the mission of VSBFA in providing financing opportunities for Virginia's small businesses.
- VI. Adjournment